

Introduction

A well thought-out plan is vital for successfully managing a youth program. This document will provide information on running a youth program sponsored by the University of Oregon. It will also provide risk management recommendations and required forms. Please be sure to check for updated forms and latest information online at safety.uoregon.edu

Steps to Compliance

The youth Program Administrator (YPA) is essential to ensuring compliance. Primary responsibilities include:

- Registering youth program and certifying compliance with required actions as described on Human Resources webpage will occur prior to minors being present for a youth program.
- Confirming the university employees and volunteers have received required training.
- Retaining records of training, hiring documents, and volunteer forms.
- Complete a program summary report and email to riskmanagement @uoregon.edu

Youth Program Administrators should review the Minors Policy and Steps to compliance by visiting <https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors>

Program Handbook

Develop a written document that clearly explains the rules and expectations for your program. This document will set the foundation for your program creating a safe environment. It will also contribute to program leaders being able to consistently enforce the program's rules, which will lead to accountability within the organization. Every program's document will be different, but here are examples of what should be in the document:

- Rules and expectations
- Safety and privacy
- Discipline, relationships & bullying

Program handbook examples are available upon request by emailing riskmanagement@uoregon.edu

Program information and forms

please be sure to visit the hr.uoregon.edu webpage to get the latest forms.

- Provide parents/guardians with program information and enrollment forms
- Facility information, location and logistics
- Deadlines/payment information
- Organizer's contact information
- Emergency Contact Information
- Health Permissions and Medical Information

- University of Oregon's Waiver of Liability Release
- University of Oregon's Model Release

Youth Program Administrator Forms

- Youth Program Summary Form
- Youth Program Child Sign-in/Sign-out
- Youth Program permission to self-sign out/sign in

Youth Program Tool Kit: Human Resources

<https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-program-tool-kit-human-resources>

Youth Program Tool Kit: Risk Management

<https://hr.uoregon.edu/hr-programs-services/youth-programs-protecting-minors/youth-programs-tool-kit-risk-management>

Policy information

<https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/protection-minors>